

STATE OF CALIFORNIA
POSITION DUTY STATEMENT

DEPARTMENT OF PARKS AND RECREATION

EMPLOYEE NAME	DISTRICT/SECTOR San Andreas District – Hollister Hills Sector			
CLASSIFICATION Senior Maintenance Aide	WORKING TITLE			
POSITION NUMBER (Agency-Unit-Class-Serial)	CBID R12	EFFECTIVE DATE	Bilingual <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Confidential <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WORKING DAYS AND WORKING HOURS Monday through Thursday, 6:30 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO Hollister Hills Natural Resources Department			

POSITION DESCRIPTION:

This position is supervised by the Sector Senior Environmental Scientist. The reporting location is the Hollister Hills Sector Headquarters at, 7800 Cienega Road, Hollister, California. 95023. Under supervision, the employee is responsible for the repair and construction of trails and activities related to natural resource management for the Hollister Hills Sector. This position is tasked with carrying out a range of field work and resource related duties including: hand trail work, erosion control work, habitat restoration, exotic species removal, building fences, and maintaining equipment. May be required to work with classifications outside of the maintenance series. A valid California class C drivers license is required.

ESSENTIAL FUNCTIONS:

% of time performing essential functions	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<p><u>TRAIL CONSTRUCTION AND MAINTENANCE</u></p> <ul style="list-style-type: none"> • Perform handwork on trails • Brush Trails • Operate power tools • Identify and implement correct trail theory • Operate Dirt Bikes, ATVs, ROVs to access remote areas of the park • Builds and repairs gates • Builds and repairs fences • Stormwater BMP installation
30%	<p><u>RESOURCE MANAGEMENT</u></p> <ul style="list-style-type: none"> • Following all established safety guidelines, the Senior Maintenance Aide will identify and eradicate invasive species using manual, mechanical, and chemical treatments, and regularly documents these activities • Baiting pig traps • Performs routine and general maintenance and upkeep at the greenhouse • Collects native plant seeds and propagates them at the green house • Participates in volunteer planting events or volunteer greenhouse work days when required

20%	<ul style="list-style-type: none"> • With appropriate training and supervision, safely operates chain saws and other gas powered tools for brushing as needed • Waters restoration sites <p><u>TRAINING AND LEADING ON TRAIL PROJECTS</u></p> <ul style="list-style-type: none"> • Communicate status of all trail work to supervisor and leads with enthusiasm • Document all work through pictures and reports as required • Lead Cal Fire Inmates, CCC Crews, and Volunteers to do various projects
15%	<p><u>EQUIPMENT MAINTENANCE</u></p> <ul style="list-style-type: none"> • Performs daily checklist and operates vehicles and other equipment as required • Performs routine preventative maintenance and minor repairs on all equipment • Safely operates a variety of equipment such as fork lift, vans, pick up trucks, tractors and trailer, mowers and gasoline powered tools • Operates heavy motorized vehicles • Operates electrical powered tools • Immediately reports any malfunctioning, unsafe or damaged equipment to appropriate supervisor • Collects all vehicle inspection forms and mileage logs
5%	<p><u>SAFETY</u></p> <ul style="list-style-type: none"> • All duties shall be performed in a safe manner in compliance with Departmental policies and the Districts Injury and Illness Prevention Program (IIPP) • Attends and holds tailgate safety meetings as needed • Wears appropriate safety equipment • Wears seat belt during vehicle use • Maintains safe and clean work space • Isolates and /or immediately corrects any problem posing a hazard to customers or employees • Reports all injuries, even minor ones, to on-duty supervisors as soon as possible • Attends training, refresher courses or fitness tests as required by the Department

PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.)

- Exhibit professional working manner and ability to deal tactfully and effectively with co-workers & CDF crews
- Ability to work independently without close supervision
- Display mature judgment, loyalty, poise, tact and discretion
- Establish and maintain cooperative working relationships
- Work as a team when necessary to complete the duties of the job in a cohesive and professional manner
- Good attendance record, reliable, punctual, dependable
- Willingness to work at various locations throughout the State
- Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours
- Willingness to conform to departmental uniform requirements

Minimum Qualifications

EITHER I

Experience: One thousand hours of experience performing maintenance functions in a class equivalent in level of responsibility to Maintenance Aide (Seasonal).

OR II

Experience: One year or 1,920 hours of experience in any one of the following: construction, equipment maintenance or operation, leading housekeeping or conservation crews, building repair, or mechanical trades. and When driving is a requirement of the position: Possession of a valid driver license of the appropriate class and a safe driving record as documented by the Department of Motor Vehicles within 60 days prior to appointment. (A safe driving record is one free from convictions in the past two years for repeated moving violations or a single serious violation such as drunk driving or reckless driving.) and Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Working Environment, Physical or Cognitive Abilities:

Work Environment:

- Work outdoors in various types of weather; work in unpleasant conditions (e.g., Rainy/hot weather)
- Work in hazardous situations (e.g., chemicals)
- Works at elevated heights or near fast moving machinery, off highway vehicles, or traffic

Physical Abilities:

- Ability to perform manual labor (e.g. digging, trenching, lifting, carrying, loading)
- Requires repetitive movement of heavy objects
- Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job
- Stand for long periods of time (up to 2 hours) to perform the duties associated with the job

Cognitive Abilities:

- Read, write and speak in a clear and concise manner
- Develop practical solutions to problems to make sound decisions
- Perform basic mathematical computations associated with assigned duties
- Make sound decisions given available information and situational parameters
- Skill to utilize measurements (e.g., tsp, tbsp, quart) to measure, mix and apply various chemical solutions

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, materials and equipment used in all types of construction, repair and maintenance work including carpentry, fence building, herbicide application and exotic plant removal
- Use and care of hand and power tools
- Building materials and their accepted uses
- Construction and maintenance safety practices
- Vehicle engine parts and functions

Ability to:

- Communicate and follow directions in English
- Read and write at a level required for successful job performance
- Maintain cooperative relations with the general public and co-workers
- Read plans and specifications
- Operate a variety of maintenance equipment
- Perform basic arithmetic
- Analyze maintenance problems and take corrective action
- Perform manual labor
- Drive light weight vehicles
- Lead and train a crew of employees and CDF or inmate crews

SUPERVISOR'S STATEMENT: *I have discussed the duties of the position with the employee*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to provide coverage for staffing needs, to equalize peak work periods or otherwise balance the workload.

I HAVE READ AND UNDERSTAND THE DUTIES AS DESCRIBED ABOVE.

Can you perform the essential functions of the position with or without reasonable accommodation?
(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request form from the Risk Management Unit.

☐ YES

☐ NO

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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